

Minutes of the Special Meeting of the

**STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
HODGE EDUCATION BUILDING
2500 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA**

February 18, 2021

The State Board of Career and Technology Education began its special session at 9:01 a.m., Thursday, February 18, 2021 via the zoom platform. Notice was properly given, and the final Agenda was posted at 11:21 a.m., February 16, 2021, in accordance with 25 O.S. 2011, § 311(9).

Members of the State Board of Career and Technology Education present:

Ms. Joy Hofmeister, State Superintendent of Public Instruction and Chair of the Board
Dr. Marcie Mack, State Director, ex-officio nonvoting member
Ms. Estela Hernandez, Oklahoma City left at 10:00am
Mr. Brian Bobek, Oklahoma City
Mr. Jimmy Stallings, Enid
Mr. David Stewart, Afton
Mr. Michael Brown, Lawton
Mr. Tim Burg, Shawnee
Mr. Randy Gilbert, Tecumseh

Members of the State Board of Career and Technology Education not present:

Ms. Janet Smith, Tulsa

Attendees from the Oklahoma Department of Career and Technology Education and other guests:

See Attachment A.

CALL TO ORDER

Superintendent Hofmeister called the meeting to order at 9:01 a.m. Ms. Angela Jones called the roll and ascertained there was a quorum.

SUPERINTENDENT'S COMMENTS

Superintendent Hofmeister welcomed everyone.

DIRECTOR'S COMMENTS

Dr. Mack thanked everyone for joining us today.

- We are very fortunate that we had the opportunity to connect virtually. The legislation did pass (SB0131) extending the virtual option for open meetings. Thank you to Metro Technology Center. Metro was working with us on providing a site for us to meet today.
- Late last year we started a partnership with The Department of Public Safety (DPS) to provide Class D written driver's license and motorcycle license tests. Moore Norman Technology Center is our pilot site. Once the pilot is complete, we will open this up to other Technology Centers and locations to offer the testing to help with the flow for individuals to obtain these licenses. We are very excited for this partnership. This is in addition to our partnership with the Oklahoma Highway Patrol where we will be providing the Oklahoma Peace Officer Screening and selection exams.
- This month is Career and Technology Education (CTE) month nationally. Our Communications and Marketing team has been doing an excellent job with social media campaigns.
- Aerospace was our industry panel for February. Construction will be our industry panel for March.
- Kudos to our maintenance staff for preparing our parking lot and making sure everything is good at the agency. Another shout out to our agency staff, we were named in the Top 10 for conducting a top contributing campaign for the United Way. That is all from our employees and their personal contributions made to the United Way. We are very excited to be part of that for Payne County and our community.
- Connie Romans has been working on our CareerTech Champions where we highlight CareerTech Champions in various ways. We have two new issues, #55 and #56. They are on our website. Connie did a great job on the champions so that we can make sure that we're showing the great things that we're doing in CareerTech for our students, our frontline instructors and administrators and all the work that they are doing.

1.04 MINUTES OF THE JANUARY 21, 2021 REGULAR MEETING

Mr. David Stewart moved to approve the minutes of the January 21, 2021 regular meeting. Mr. Michael Brown seconded. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Bobek, yes; Ms. Estela

Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy of the minutes is on file at the Oklahoma Department of Career and Technology Education.

RECOGNITIONS AND PRESENTATIONS

2.01 NURSE REFRESHER COURSE – MS. LARA MORRIS, HEALTH OCCUPATIONS PROGRAM MANAGER

Ms. Lara Morris said good morning everyone. I wanted to share some of the great things that are happening in health careers. We adopted this program from the Adult and Career Development division, and we have kept it going for about 15 years. The nurse refresher program is for registered or practical nursing students who never took their NLNAC exam or those who have passed their board exam but let the license lapse. Since the beginning we've had a very structured course. There is a didactic course that is done online in a partnership with OU College of Nursing then CareerTech has always done the clinical components.

As Lara is sharing her screen, she showed a slide that did a side by side comparison of the nursing program from 2004-2020 and then 2020 to Present. When the committees met, one of the concerns was what we could do to reduce the cost when we're in a pandemic and we need to get as many nurses back to work. The Board of Nursing did make changes to their rules and regulations. The changes include the cost is lower; didactic hours are lower and offers flipped classroom and competency based; the clinical component has combined skills check and experience with fewer hours and the clinical experience can be live or simulated which saves the student money from background check, scrubs, travel to and from and any vaccinations they would need; and still includes that additional hours can be added for both didactic and clinical for additional fees until successful completion is obtained.

We currently have 10 technology centers that offer this program and include Autry Technology Center, Canadian Valley Technology Center, Green County Technology Center, Kiamichi Technology Center, Meridian Technology Center, Metro Technology Center, Moore Norman Technology Center, Pontotoc Technology Center, Southern Technology Center and Tulsa Technology Center. We are in discussions with a couple of other schools to offer this program.

Below is a list of things that have been happening. This is where getting the word out can make a huge difference for students. We were contacted by the Masonic Charity Foundation and their director said I'd love for you to write me a letter requesting \$200,000 in scholarships. I sent the letter later that day.

- Press Release dated January 14, 2021 re: NEW Nurse Refresher Program
- KJRH Channel 2, Tulsa Interview January 14, 2021
- Contacted by Masonic Charity Foundation January 19, 2021
- Fox 25 OKC Interview January 21, 2021
- The Masonic Charity Foundation Board approved \$200,000 donation to 100 scholarships for students needing financial assistance with complete program February 1, 2021
- Contacted by St. Francis, Tulsa Area; Scholarships for potential employees needing assistance; February 2, 2021
- Press Release dated February 4, 2021 re: Scholarships

Current and Next Steps:

- Nurse Refresher course curriculum revised February 4, 2021
- Memo sent to all Technology Centers, Adult Career and Development Coordinators, offering chance to join the Nurse Refresher program
- Reported out efforts to Oklahoma Nurses Associations Academic and Clinical Partnership Committee whose initial suggestion to revise Nurse Refresher was part of a three-prong plan to increase nursing for the COVID-19 Surge

When they said this is something we can do and we can do it fast and show people how it can work. We started all of this at the end of December 2020 and we are very proud of how quickly it's come together. I wanted to give a special thanks to:

- To the Adult and Career Development Coordinators at participating schools for all their hard work, coming to consensus on the CareerTech plan of action
- To Communications and Marketing, ODCTE
- To the OU College of Nursing for being an excellent partner. They have been on every meeting that we've been on helping to provide feedback.

**2.02 GOVERNOR'S PROCLAMATION RECOGNIZING CAREER AND TECHNICAL
EDUCATION APPRECIATION MONTH FOR FEBRUARY 2021 – MR. RUSSELL RAY,
CHIEF COMMUNICATIONS AND MARKETING OFFICER**

Mr. Russell Ray said it's good to be with everybody this morning. I must say Laura Morris is way too hard on herself. She has been a media star the last few weeks representing the CareerTech system. I know it can be terrifying dealing with the media, but she is a media pro and did an outstanding job of promoting what we're doing here at CareerTech.

Mr. Ray did a screen share of the proclamation. A copy of the Proclamation is on file at the Oklahoma Department of Career and Technology Education. Oklahoma Governor Kevin Stitt has recognized Oklahoma's CareerTech system and its impact on the Oklahoma economy by declaring February Career and Technical Education month. As Dr. Mack and Superintendent Hofmeister said every month is CareerTech month in Oklahoma.

I want to give a big shout out to Communications & Marketing Staff, especially Kylie Moulton, who has put together a series of social media assets. We've launched a social media campaign related to CareerTech month.

- We have been posting one post for every day of the month in February on Facebook, Twitter and Instagram
- Topics include: Tech Centers, Business and Industry partnerships, ctYou, Project Lead the Way, Agriculture, CareerTech Student Organizations, Meat Processing, Oklahoma Bid Assistance Network, Placement rates, Carl Perkins and much more
- The results have been very impressive. Social media engagement has been good over the past 17 days.
More than 232,000 impressions (27,273 Twitter, 190,971 FB, 13,776 Instagram)
More than 37,000 engagements (36,369 FB, 441 Twitter, 277 Instagram).
Videos viewed more than 104,000 times.

Engagements are up 87 from the previous two weeks. Impressions are up nearly 3% compared to the previous two weeks.

We also secured a monthly guest column in the Journal Record. Dr. Mack wrote a fantastic column about CareerTech month which was published on February 8th entitled “Celebrating Oklahoma CareerTech Month”. I would encourage everyone to go to the site and share it with your followers and colleagues.

Mr. Ray showed 2 videos that have been used on our social media channels.

- College students who went thru Project Lead the Way in high school.
- Math in Construction

We've got a lot of exciting things going on from a marketing perspective in addition to our social media campaign related to CareerTech month. We're launching a new newscast fairly soon and we'll let you know when that comes out. We've started a series as Dr. Mack mentioned earlier, a series of monthly panel discussions regarding our various career clusters. We started with energy, agriculture, we did an aerospace panel discussion recently which got great feedback and great attendance. Our next panel discussion is March 25th on construction, and we have a great lineup of speakers already planned for that. We've got a lot of exciting things to talk about. CareerTech has a great story to tell, the nurse refresher program and the meat processing are perfect examples of what CareerTech does, shows how flexible we are and how quick the CareerTech system can respond to the needs of an industry.

MANAGEMENT INFORMATION

3.01 DISCUSSION OF ADMINISTRATIVE RULE-MAKING PROCESS AND FIRST READING OF PROPOSED 2021 ADMINISTRATIVE RULES AMENDMENTS – CHAPTERS 10, 20, 25, 30 AND 35 – MR. GLEN HAMMONDS, ASSISTANT ATTORNEY GENERAL

Mr. Glen Hammonds said good morning Superintendent Hofmeister, members of the board and guests that are joining us virtually this morning. Continuing with our theme of every month is CareerTech month, it's a great opportunity now to talk a little bit about the administrative rules and our process and what we will be doing next month but because this month's agenda item is not an action item our goal is so that you the State Board will be very comfortable at our March meeting when we will have public hearings and you will get to consider proposed administrative rule changes. Now the proposed rule changes were already made available to the public, they were mailed out to the board and they're posted on CareerTech's website.

I want to talk to basically two areas: about the process and then about the proposed real changes at a higher level. Our end result with all of our proposed rule changes is having these rule changes effective by September of this year. As those of you have worked with administrative rules in the past know, to have the rules effective in September you have to start basically the year before. We started, at CareerTech, in the Fall of 2020 to be able to file these amendments by April 1st of this year. Senior leadership led this process and we did it a little differently this year; instead of taking a topical approach, we took a more comprehensive look at the current rules and looked at where updates were needed, more flexibility could be considered for our schools and students. Senior leadership held meetings with staff to gain input and suggestions for these amendments

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and then gathered the proposed language for these changes in five chapters to the rules. We've now published notice to the public, we are sharing with constituent groups and partners and the written comment period has begun and we've allowed a more than 30-day public notice comment so that we can have hearings at the March board meeting to consider these comments from the public and to consider the proposed amendments.

This year we're looking at proposed amendments to five chapters. There are no new rules because we're looking at that too.

Chapter 10 Administration and Supervision: There are seven proposed rule amendments and just summarily some discussion on our online course from the agency and the current language had some limitations in it so we're trying to remove those limits. We're clarifying several of our finance processes, different kinds of processes including reimbursement for apprenticeships making sure it's very clear that funding for those is dependent upon availability of funding. Another example might be we're clarifying some processes for schools and how they get their funding.

Chapter 20 Programs and Services: There are nine rule changes. The overarching theme is some changes to correct proposed errors in format, punctuation, capitalization and grammar. We've been collecting these changes. For example, if a word needed a comma to be inserted or deleted. There are also some updates to the IEP and Section 504 plan language to update what our practices are from the standpoint of making sure that what our rules say we do and how we do it so that we can be providing schools some flexibility and providing services to students.

Chapter 25 Business and Industry Services: There is only one proposed rule change. The Department of CareerTech by statute is involved in the municipal clerks and treasurer's training. This is something that CareerTech has been involved in for decades. This proposed rule change updates some language and some citations. We will continue working with the Oklahoma Municipal League and others that provide training to our cities for our municipal clerks and treasures.

Chapter 30 Skills Center Programs: There are two proposed rule changes. There was a rule that listed who some of our partners were and as time has passed that list has become outdated because we're continuously looking for new partners to be better able to serve our students and clients and the citizens of Oklahoma. We're looking for those new partners and having a finite list just doesn't seem appropriate in these days and times.

Chapter 35 Adult Basic Education: There are three proposed rule changes. There's some language to update, the list of high school equivalency exams that we provide and there's some clarification for some language that comes about from some changes from federal law and who may take the exams.

All of these changes have been emailed to you for review. During the March Board meeting we will have a public meeting and public hearing as well and then consider action on the proposed rule amendments.

**3.02 OKLAHOMA CENTERS OF WORKFORCE EXCELLENCE UPDATE – DR.
MARCIE MACK**

Dr. Mack said thank you to Superintendent Hofmeister and board members. This specific agenda item was requested at our last meeting. We were very fortunate that in October 2020 that the Governor's Workforce Council did approve six applicants for The Centers of Workforce Excellence. That application process is open now. The Governor's Workforce Council for January 2021 was cancelled therefore, we did not have another set of Centers of Workforce Excellence applicants to be considered. We are working with some communities that are working to complete their application. The six centers, that were approved, we are working with them on their metrics and putting in place how they identified some of their gaps, to specifically help them address those and move their plan forward for their local community.

We were also very fortunate The Office of Workforce Development had an opportunity for The Centers of Workforce Excellence because they are formed around a community and they had multiple partners at the table, there were some grant opportunities open for them to garner some support, financially, to be able to move their plan forward. Those grants have not been announced yet but we're hopeful that the format and the outline that was utilized for The Centers of Workforce Excellence will not only help with the current grants that we have open but the community and how they come together to write those, should help them with future grants that they're looking at to be able to move those objectives forward. The process is still open and here at the agency we do play a very active role in helping those who are applying for being a Center of Workforce Excellence by making sure that we're providing them the resources. Gina Hubbard and Max McKnight are assisting individuals that may call in and want help. Our regional coordinators can connect with them as well and provide them resources and also connect them with individuals in their local communities to be able to complete their application for The Center of Workforce Excellence. If individuals would like to apply, they can contact us and upload that to our ctYou site (www.ctyou.org). We're happy to help in any way that we can and continue to move this forward as well as engage with communities.

MANAGEMENT ACTION ITEMS

**4.01 DISCUSSION AND VOTE ON FULL POSTSECONDARY ACCREDITATIONS –
MS. JESSICA VENTRIS, ACCREDITATION MANAGER**

Ms. Jessica Ventris said good morning. We do have four schools' accreditation being considered today and those Superintendents are present. This following statement is for each school: The examiners evaluated all aspects of the technology center's operations using the quality standards approved by this Board and listed in the Accreditation Guidelines published by the Oklahoma Department of Career and Technology Education. These standards address leadership and administration, instruction and training, support services, measurement and analysis, personnel, operations and system impact.

- **CHISHOLM TRAIL TECHNOLOGY CENTER SCHOOL DISTRICT NO. 26**

On September 29th through October 1st, 2020 the accreditation division conducted a hybrid visit including virtual and onsite accreditation review at Chisholm Trail Technology Center in Omega, Oklahoma. The examiner team comprised 21 examiners, ODCTE staff, including 8 examiners from other Technology Centers.

During the review, examiners interviewed 17 stakeholders in various manners including individual settings and in small groups. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Examiners also interviewed technology center administrators, certified and support staff, and students.

We recommend that the Board grant full accreditation status to Chisholm Trail Technology Center. If approved, the technology center will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards. Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

Here to represent Chisholm Trail Technology Center is Superintendent Max Thomas.

Mr. Burg moved to approve the accreditation of Chisholm Trail Technology Center. Ms. Estela Hernandez seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

- **METRO TECHNOLOGY CENTER SCHOOL DISTRICT NO. 22**

On December 7th through 11th, 2020 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Metro Technology Center in Oklahoma City, Oklahoma. The examiner team comprised 33 examiners, ODCTE staff including 14 examiners from other Technology Centers.

During the review, examiners interviewed 26 stakeholders in various manners including individual settings and in small groups. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Examiners also interviewed technology center administrators, certified and support staff, and students.

During the review, examiners identified one (1) area of noncompliance with the requirements of Federal regulations. The technology center has submitted a corrective action plan that is sufficient to remedy the issue and is already in place. Examiners found no other items requiring corrective action.

We recommend that the Board grant full accreditation status to Metro Technology Center. If approved, the technology center will have 90 days to submit an action plan addressing one

opportunity for improvement identified in the report for each of the six quality standards. Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

Here to represent Metro Technology Center is Superintendent Aaron Collins.

Mr. Burg moved to approve the accreditation of Metro Technology Center. Mr. Michael Brown seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Bobek, yes; Ms. Estela Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

- **MOORE NORMAN TECHNOLOGY CENTER SCHOOL DISTRICT NO. 17**

On October 5th through 8th, 2020 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Moore Norman Technology Center in Norman, Oklahoma. The examiner team comprised 27 examiners, ODCTE staff including 5 examiners from other Technology Centers.

During the review, examiners interviewed 28 stakeholders in various manners including individual settings and in small groups. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Examiners also interviewed technology center administrators, certified and support staff, and students.

During the review, examiners identified one (1) area of noncompliance with the requirements of Federal regulations. The technology center has submitted a corrective action plan that is sufficient to remedy the issue and is already in place. Examiners found no other items requiring corrective action.

We recommend that the Board grant full accreditation status to Moore Norman Technology Center. If approved, the technology center will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards. Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

Here to represent Moore Norman Technology Center is Superintendent Brian Ruttman.

Mr. Burg moved to approve the accreditation of Moore Norman Technology Center. Mr. Jimmy Stallings seconded the motion. The motion carried with the following votes: Ms. Hernandez, yes; Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

- **SOUTHWEST TECHNOLOGY CENTER SCHOOL DISTRICT NO. 27**

On November 3rd through 5th, 2020 the accreditation division conducted a hybrid visit including virtual and on-site accreditation review at Southwest Technology Center in Altus, Oklahoma. The examiner team comprised 20 examiners, ODCTE staff including 10 examiners from other Technology Centers.

During the review, examiners interviewed 24 stakeholders in various manners including individual settings and in small groups. These stakeholders included business and industry representatives, community leaders, partner school administrators and teachers, and parents of students attending the technology center. Examiners also interviewed technology center administrators, certified and support staff, and students.

We recommend that the Board grant full accreditation status to Southwest Technology Center. If approved, the technology center will have 90 days to submit an action plan addressing one opportunity for improvement identified in the report for each of the six quality standards. Agency staff will monitor progress toward completion of these continuous improvement action plans and provide technical assistance as needed.

Here to represent Southwest Technology Center is Superintendent Dale Latham.

Mr. Burg moved to approve the accreditation of Southwest Technology Center. Mr. Michael Brown seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Bobek, yes; Ms. Estela Hernandez, yes; Superintendent Hofmeister, yes. Motion carried. A copy is on file at the Oklahoma Department of Career and Technology Education.

4.02 PROPOSED EXECUTIVE SESSION TO DISCUSS THE TERMINATION OF BRENNON SHAFER (AUTHORITY: 25 O.S. 2011, § 301 (B)(1))

Mr. Burg moved to convene into executive session at 10:06am. Mr. Bobek seconded the motion. The motion carried with the following votes: Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried.

State Director Mack, Assistant Attorney General Glen Hammonds and Chief of Staff Becki Foster joined the Board in executive session.

Mr. Burg moved to return to open session at approximately 10:12am. Mr. Stewart seconded the motion. The motion carried with the following votes: Mr. Gilbert, yes; Mr. Burg, yes; Mr. Brown, yes; Mr. Stewart, yes; Mr. Stallings, yes; Mr. Bobek, yes; Superintendent Hofmeister, yes. Motion carried.

Mr. Burg moved for approval terminating Brennon Shafer effective February 18, 2021. Mr. Stewart seconded the motion. The following motion carried with the following votes: Mr. Bobek, yes; Mr. Stallings, yes; Mr. Stewart, yes; Mr. Brown, yes; Mr. Burg, yes; Mr. Gilbert, yes; Superintendent Hofmeister, yes. Motion carried.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:14 a.m.

The next regular meeting of the State Board of Career and Technology Education will be held on Thursday, March 25, 2021 at 9:00 a.m. The meeting will convene at Oliver Hodge Education Building, Oklahoma City, Oklahoma.

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Joy Hofmeister, Chair of the Board



Angela Jones, Executive Assistant
to the CareerTech State Director and Secretary
of the CareerTech Board